

~~CONFIDENTIAL~~

18 July 1958

MEMORANDUM FOR: Chief, Technical Accounting Staff

FROM : *A/* Chief, Finance Division

SUBJECT : Shortage of Funds - [REDACTED]

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1. Attached herewith is a copy of the Statement concerning shortage in Petty Cash Fund.

2. It should be noted that in July 1957 the cash fund was changed from an Imprest Fund to a Petty Cash Fund. Further, the document contains no statement as to whether or not corrective measures have been taken.

3. It is, therefore, recommended the fund be Imprest at a nominal amount in order to reduce the possibility of a recurrence of a shortage and further, the custodian be instructed as to method of replenishing the fund, the type of disbursements to be made and not to be made etc.

[REDACTED]
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Attachment:

As stated in paragraph 1

Distribution:

Orig. & 1 - Addressee w/attach
✓ 1 - Chief, Finance w/attach
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ORIGINAL DOCUMENT MISSING PAGE(S):

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